Sample Records - Reviewing Samples

BACKGROUND: After all tests on a sample record have been reviewed, the sample record progresses to the Review Samples queue. In order to see it there, you must either be an Exempt Sample Reviewer, or you must have been assigned as a Sample Reviewer for the product group to which the sample belongs *and* the product group must have been assigned to the sample's destination lab, material category, and sample type. From the Review Samples page, you can review tests, compare test results, and authorize samples.

ROLES: Materials Rover, Materials Review & Approve, Materials Lab Supervisor

NAVIGATION:

Materials Worksheets > Review Samples >

1. On the Review Samples page, use the search and filter fields at the top of the page to find the desired samples. Each test on the sample gets its own row.
2. To examine test results, find the desired test, click the blue arrow on the right to open its Row Actions menu, open the Views section of the resulting menu, and right-click the title of its Agency View to open its results in a new tab.
3. To compare results of multiple tests, back on the Review Samples page, click in the desired checkboxes on the left, and click the **Generate Test Results Comparison** button on the bottom of the page. The system generates a .csv file comparing the selected tests. To access it, click on the blue arrow in the extreme upper right to open the Global Actions menu and right-click the **Open Process History** link to open it in a new tab. Find the relevant row on the Process History Overview page and download the comparison by clicking the TestResultsComparison.csv link.
4. To send a test back to the lab, back on the Review Samples page, click in the desired checkboxes on the left, and click the **Send Test Back to Lab** button on the bottom of the page. The system changes the sample's status to "10 – In Testing" and the test's status to "81 – Test Referred Back to Lab."
5. To finish reviewing the sample record and authorize it, you first need to change its status to one that is authorizable. In the row for any of the sample's tests, click in the **Sample Status** column to highlight the cell, click again to open the dropdown menu, and select **Approved**.
6. Click **Save** in the upper right corner. The system changes the sample's status to Approved and updates the Sample Status column in all of the rows for the sample's tests.
7. Click the blue arrow on the right to open the row action menu for any of the sample's tests. In the Tasks section of the menu, click the **Authorize** link. The system authorizes the sample, removes it and all its tests from the sample queues, and makes the sample record read-only.